



**City of Phoenix
FIRE BATTALION CHIEF
ASSIGN: DEPUTY FIRE CHIEF**

JOB CODE 61373

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage a section of the Phoenix Fire Department. This assignment works a standard 40-hour administrative work week, and is responsible for managing program managers who focus on a specific program. Deputy Chiefs are Battalion Chiefs on assignment, and report directly to an Assistant Chief. Persons assigned to this classification are responsible for managing the plans and policies for several programs, managing the budget in their area of responsibility, and coordinating their programs with other division and section heads. Work in this classification requires a considerable amount of managerial skill, teamwork, and effective decision-making.

ESSENTIAL FUNCTIONS:

- Direct responsibility for managing an assigned section;
- Manages Program Managers;
- Manages the department code enforcement program;
- Manages the fire investigation program (including arson);
- Serves as Program Coordinator for District Managers;
- Manages Resource Management;
- Works with senior staff in long range planning and budget development;
- Manages cost center(s);
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Firefighting, EMS, and hazardous materials.
- Management practices and City Personnel administration policies.



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- Laws, departmental rules and policies relating to the management of all service delivery and support programs.
- The organizational philosophy and policies that direct all managers in the discharge of their duties.
- Standard management practices for second-level managers.

Ability to:

- Maintain managerial control under extremely stressful conditions.
- Work cooperatively with superiors, subordinates and peers.
- Pass a Fire Department medical examination at a level appropriate to the class.
- Continue to learn new management methods to improve effectiveness and efficiency.
- Exercise a high degree of self-discipline.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

A certified Battalion Chief with the City of Phoenix Fire Department, including three years of experience in a supervisory or managerial position. Work experience in more than one division, and familiarity with all major departmental functions. Completion of a two-year degree program in fire science, public management, or business administration. Other combinations of experience and education which meet the minimum requirements may be substituted.